

OF CALL

Previous editions usable

TO:

*John*

☐

YOU WERE CALLED BY-

☐

YOU WERE VISITED BY-

STAT

OF (Organization)

*OS/TEC*

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PLEASE PHONE

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FTS

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AUTOVON

STAT

☒

WILL CALL AGAIN

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~~IS WAITING TO SEE YOU~~

☒

~~RETURNED YOUR CALL~~

☒

~~WISHES AN APPOINTMENT~~

MESSAGE-

*OK to use "Back Room"  
Security may or may not  
contact OL rep. for  
monitoring.*

STAT

ED RV

DATE

TIME

*9-26-84*

*1114*

MEMORANDUM FOR: Chief, Domestic Security Branch, OS

VIA: Chief, Security Staff, OL

FROM: [redacted] Chief  
Information and Management  
Support Staff, OL

SUBJECT: Request for Approval to Use Non-Agency  
Conference Facility--Airlie Foundation

1. Annually, the Office of Logistics (OL) holds a two-day planning conference to assess organizational responsiveness and efficiency, and to set OL goals for the coming year. In prior years, these conferences have been held at [redacted]

[redacted] This year, however, the Office of Training and Education (OTE) advises that accommodations for an OL conference will not be available during the time frame we have requested--late September to early October. Since our planning conference is both an initial and an integral part of much broader planning activities in OL, we are unable to significantly alter our schedule to take advantage of some less busy period [redacted] We have, therefore, found it necessary to consider using a local non-Agency facility as an alternative to [redacted]

2. In selecting an alternative site, we were conscious of the fact that there are security risks associated with the use of non-Agency facilities and that the need to protect classified information is paramount to all other considerations. Having noted this, we have selected the Airlie Foundation, Airlie, Virginia, as a facility that satisfies the needs of OL, and one that we believe can satisfy the requirements of the Office of Security (OS). The basis for our belief that OS requirements can be satisfied at Airlie are as follows: [redacted]

a. Conference attendance will be limited to personnel from the front office of OL, OL Division and Staff Chiefs, and a conference coordinator from this staff. Total attendance will not exceed 16 Agency employees, all of whom are overt employees.

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b. The conference sessions would be conducted in a building separate from all other Airlie activities (the Forge building).

c. Dining for conference attendees will be in a reserved area of the dining room, separate from all other guests.

d. Arrangements can be made between OL, OS and the Airlie Foundation to locate an Agency safe in the Forge conference building for overnight storage of classified materiel.

e. Conference discussions and materiel stored overnight, if any, will not exceed the classification level of Secret.

25X1 3. Based on the considerations stated above, it is requested that the Office of Security grant approval for the Office of Logistics to hold its Annual Planning Conference at the Airlie Foundation on 27 and 28 September 1984. [redacted]

25X1 4. If you need additional information or there are other  
25X1 matters to be resolved relative to this request, please contact  
25X1 [redacted] of this staff on extension [redacted]. An early  
response to this request would be very much appreciated. [redacted]

[redacted]

APPROVED

\_\_\_\_\_  
Chief, Domestic Security Branch, OS

\_\_\_\_\_  
Date

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